

RESOLUTION 2020- 14

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF WARRICK COUNTY, INDIANA, ESTABLISHING A  
POLICY FOR THE PROPOSAL AND APPROVAL OF GRANTS**

**WHEREAS**, Warrick County, Indiana, and its various offices and departments, from time to time, accept grant funding from various sources;

**WHEREAS**, Warrick County, Indiana, desires to establish a policy to set forth an efficient and uniform procedure for the proposal and approval of grant funding by Warrick County, Indiana, and its various offices and departments; and

**WHEREAS**, the Board of Commissioners of Warrick County, Indiana, finds that it is in the best interest of the residents of Warrick County, Indiana, to establish a grant policy to promote efficiency and continuity in the proposal and approval of grants.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WARRICK COUNTY, INDIANA, THAT:

The following constitutes the Policy for the Proposal and Approval of State and Federal Grants for Warrick County, Indiana.

- (A) *Grant Approval*. A Department Head or Office Holder shall comply with the following procedures and requirements when requesting approval of a grant from a grantor agency:
- (1) The Department Head or Office Holder shall present a grant proposal via email to the Board of Commissioners for its approval, which may be given by consensus.
  - (2) If a grant proposal presented under subsection (A)(1) is approved by the Board of Commissioners, the Department Head or Office Holder shall prepare and complete the grant application, along with all other required information, and shall provide a copy of such documents to the Warrick County Attorney for review. Following confirmation of receipt of the grant application by the Warrick County Attorney, the Department Head or Office Holder may submit the grant application, along with any other required documentation, to the requisite grantor agency for approval. Any such grant application submitted shall be signed by the President of the Board of Commissioners, except in those circumstances in which the Board of Commissioners, by consensus, duly authorize the Department Head or Office Holder to sign the grant application on behalf of the Warrick County.
  - (3) If a grant application submitted under subsection (A)(2) is approved by the requisite grantor agency, the Department Head or Office Holder shall present said

## RESOLUTION 2020- 14

grant approval to the Board of Commissioners at a regularly scheduled public meeting for approval and acceptance.

- (4) The Board of Commissioners of Warrick County may approve the submission of a grant proposal and/or grant application by a Department Head or Office Holder pursuant to an alternate procedure to be determined by the Board of Commissioners, when deemed necessary by the Board of Commissioners in its sole and absolute discretion.

### (B) *Grant Recordkeeping.*

- (1) The Auditor shall establish a separate fund and file for each grant approved in accordance with this Policy.
- (2) The Department Head or Office Holder shall provide the Auditor with the following information and/or documentation relating to an approved grant, as applicable:
  - i. Grant application;
  - ii. Grant award letter;
  - iii. Grant agreement;
  - iv. Grant budget;
  - v. Claim vouchers with supporting invoices;
  - vi. Requests for advances, if any; and
  - vii. Any other relevant reports or supporting documentation.

The Auditor shall place said information and documentation in the appropriate grant file.

- (3) The Department Head or Office Holder shall maintain a grant file containing any and all relevant information and/or documentation provided to the Auditor under subsection (B)(2), above.
- (4) The Department Head or Office Holder shall be responsible for complying with the grantor agency's reporting requirements.

### (C) *Grant Reporting.*

- (1) The Auditor shall review and confirm the accuracy of any information and/or documentation generated or obtained by the Indiana State Board of Accounts and sent to the Auditor for review.
- (2) Upon reviewing the information and/or documentation from the Indiana State Board of Accounts referenced in subsection (C)(1), the Auditor shall send such

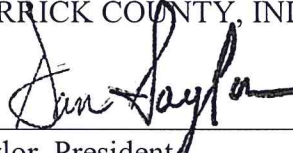
RESOLUTION 2020-14

information and/or documentation to the appropriate Department Head or Office Holder for its review. The Department Head or Office Holder shall verify the accuracy of such information and/or documentation and make any corrections, if necessary. Following its review, the Department Head or Office Holder shall send such information and/or documentation, including any corrections made thereto, to the Auditor.

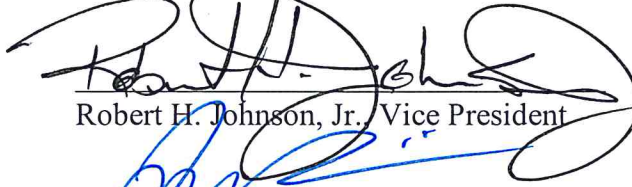
- (3) Upon receiving the information and/or documentation from the Department Head or Office Holder pursuant to subsection (C)(2), the Auditor shall review and confirm the accuracy of such information and/or documentation. Following its review, the Auditor shall submit such information and/or documentation to the Indiana State Board of Accounts.

**This Resolution is passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 26<sup>th</sup> day of October, 2020.**

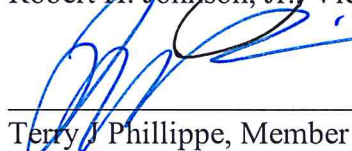
BOARD OF COMMISSIONERS  
OF WARRICK COUNTY, INDIANA



Dan Saylor, President



Robert H. Johnson, Jr., Vice President



Terry J Phillippe, Member

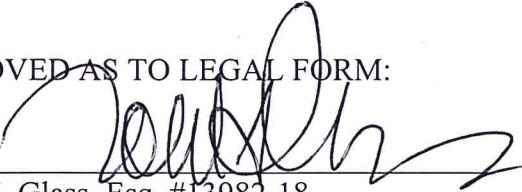
ATTEST:



Deborah K. Stevens, Auditor  
Warrick County, Indiana

RESOLUTION 2020-\_\_

APPROVED AS TO LEGAL FORM:



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Todd I. Glass, Esq. #13982-18

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